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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

August 7, 1943

Fruit and Vegetable Branch - Memorandum No. 8

To: All Field Offices of the Fresh Products Standardization and Inspection Division and the Processed Products Standardization and Inspection Division of the Fruit and Vegetable Branch.

From: W. C. Hasbrouck, Senior Administrative Officer,
Fruit and Vegetable Branch

Subject: Preparation of FPI-19s and AMA-39s.

As a result of the enormous increase in requests for inspections of fresh and processed foods by other Federal Agencies, reports of service have been received in many different forms. Much more time than necessary is being spent in preparing these reports. A uniform method of handling this work through our field inspection offices has been worked out, as indicated on the attached specimen forms.

PROCESSED - AMA-39s These service reports covering inspections of processed products shall be issued in quantities necessary, according to specific specific instructions. When completed, they should be routed back to the issuing office, which in turn will transmit the AMA-39s to the Processed Products Standardization and Inspection Division in Washington.

FRESH - FPI-19s The original only of service reports covering inspections of fresh fruits and vegetables must be prepared and mailed to the Senior Administrative Officer, Fruit and Vegetable Branch, Food Distribution Administration, U. S. Department of Agriculture, Washington 25, D. C., except reports covering services rendered the Public Health Service or the Veterans' Administration. Upon the request of the Public Health Service, FPI-19s should be prepared in duplicate, both copies to be certified by the person in charge of the field office ordering the inspection, when this service is to be paid direct by the Public Health Service. Reports of service covering inspections of fresh foods for the Veterans' Administration have already been outlined in a former memorandum. When it is necessary to prepare two copies of the FPI-19s, the duplicate copy will be used by this office to accompany our invoice to the Federal Agency ordering this service. The names of the inspectors involved must be omitted on the duplicate copy; however, it is necessary for the inspectors' names to be given on the original service report, in order that proper accounts may be identified and credit properly apportioned. Additional copy must, of course, be prepared for your reference and file, in either case. Copies of Forms FPI-7a and FPI-156 need no longer accompany the FPI-19s when forwarded to Washington for billing.

GENERAL - The above directions in no way alter special instructions that may be given from time to time by any other Federal Agency requesting inspection service. If any changes are necessary, information will be furnished from this office.

CONCLUSION - EFFECTIVE JULY 1, 1943, ALL SERVICE REPORTS MUST BE FURNISHED IN ACCORDANCE WITH THE ABOVE INSTRUCTIONS.

Attachments

F-857

SPECIMEN COPY

UNITED STATES DEPARTMENT OF AGRICULTURE

FOOD DISTRIBUTION ADMINISTRATION

SERVICES RENDERED TO OTHER FEDERAL DEPARTMENTS

To U. S. Navy Department at Great Lakes, Ill., for month ending July 1, 1943

Remarks: (Include in remarks all pertinent information which might have a bearing on the inspections covered by this report).

(To be manually signed by Insp.-in-Charge)

Inspector
W. C. Smith

SPECIMEN COPY ONLY
(EXHIBIT A)

UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration

Mr. Leonard S. Fenn
1421 South Aberdeen St.,
Chicago, Illinois

Date July 1, 1943
Program No. _____
Contract No. _____
Pur. Order No. _____
Reference No. HR-21b

Dear Mr. Fenn:

We have a request dated June 29, 1943 from Commanding General (Through Harry Rite
War Dept. Field Buyer)
of Chicago Quartermaster Depot to inspect 7,200 Cs No. 24-12
cans of Canned Peas located at { plant ~~warehouse~~ } of Processed Canning Co.,
Jonesville, Wisconsin offered for delivery by May Brokerage Company
of Milwaukee, Wisconsin to U. S. Government (See below)
Immediate inspection
Date delivery required Contractor will be furnished shipping instructions by QM Depot
Product to meet quality requirements of Federal Specification, JJJ-P-151a, Type II
Sizes 4 and 5, Grade C (Standard)
Issue certificate form 63 or 64 with certificate of sampling attached.
Loading { ~~IS~~ } is not to be supervised. Shipment to move under { Government commercial } B/L No. _____
in { wooden fiber } cases. Stenciling required on cases in accordance with contract

Inspection charges to be assessed to War Department
using { daily } rate and reported on Schedule of Collection
to be credited to fund _____

SPECIAL INSTRUCTIONS Omit Property Receipt. Mark accepted lots "Property of
U. S. Government." EXPEDITE AND WIRE THIS DEPOT RESULTS OF GRADING SO THAT
SHIPPING INSTRUCTIONS CAN BE COMPLETED. Actual count of cases is required.

Very truly yours,

(To be manually signed by Inspector whenever possib^{le})
Ben N. Stuckey
Processed Products Division
Chicago Quartermaster Depot

Services Rendered to Other Federal Departments

STATEMENT OF EXPENSES

Ref. No. HR-21b
 Contract No. _____
 Pur. Order No. _____

Telephone calls

Date	From	To	Minutes	Amount
7/2/43	2 calls			2.35
to 7/15/43	From	to		
	From	to		

Telegrams

Date	From	To	Words	Amount
7/6/43	1 wire			.75
	From	to		

Miscellaneous expenses (taxis, street car fares, express on samples, etc.)

Date	Item	From	To	Amount

Transportation (by train)

Date	Trans. Req. No.	Inspector or loader	Amount
7/2/43	M. L. Cone	From	
to 7/15/43		From	
		From	

Transportation [by auto (personal Government)]

Date	No. Miles	Rate	Inspector or loader	Amount
	@	From		

Salary

Date	Name of inspector or loader	Time given	Amount
7/2/43		@	per hour.
to 7/15/43	M. L. Cone	53	@ 2.75 per hour. 145.75
		@	per hour.

Per diem

Date	Name of inspector or loader	Number of days	Amount
7/2/43 to 7/15/43	M. L. Cone	6-1/4	@ 4.50 per day. 28.13
		@	per day.

TOTAL _____

REMARKS Certificates covering exact total of 7,200 Cases 24 #2 cans Peas

issued: No (FPI 63) 65932, 65933, 65934.

UNITED STATES DEPARTMENT OF AGRICULTURE

Food Distribution Administration

Mr. E. H. Yaeger,
Minneapolis, Minn.

Date July 1, 1943
Program No.
Contract No. FSC (F) 12345
Pur. Order No.
Reference No.

Dear Mr. Yeager:

We have a request dated June 30, 1943 from Federal Surplus Commodities Corp. of Washington, D. C. to inspect 10,000 Cs No. 24-303 cans of Canned Peas located at { warehouse } of St. Paul Terminal Warehouse Co., St. Cloud, Minn offered for delivery by Processed Canning Company of St. Cloud, Minnesota to FSCC (See remarks)

Date delivery required by July 25, 1943

Product to meet quality requirements of Federal Specification JJJ-P-151a, Type I,
Size 3, Extra Standard (Grade B)

Issue certificate form 63 or 64 with certificate of sampling attached

See
Loading { is } to be supervised. Shipment to move under { Government } B/L No. remarks
in { wooden } cases. Stenciling required on cases as specified

Inspection charges to be assessed to vendor; supervision of loading charges to FSCC
using { commercial } rate and reported on Schedule of Collection

to be credited to fund

SPECIAL INSTRUCTIONS Government Bills of Lading will be forwarded to Processed Products, Minneapolis office for transmittal to inspector when shipment ready, with instructions as to destination. Issue inspection certificates to vendor as applicant; show FSCC as receiver or buyer.

16-23103-1

Very truly yours,

(To be manually signed whenever possible)

N. C. Healy

cc - District Supervisor
Inspection Section, Processed Products
Standardization and Inspection Division
Fruit and Vegetable Branch

Services Rendered to Other Federal Departments

STATEMENT OF EXPENSES

Contract No. FSC (E) 12345
Pur. Order No. ANN. FSC 1522

Telephone calls

Date	From	To	Minutes	Amount
6/30/43	From	To		
7/28/43	From	To		8.37
7/10/43	From	To		.30

Telegrams

Date	From	To	Words	Amount
7/10/43	From	To		1.24
	From	To		

Miscellaneous expenses (taxis, street car fares, express on samples, etc.)

Date	Item	From	To	Amount
6/30/43	To			
7/28/43	Taxi, street car	From	Express on equipment	10.27
		From	To	

Transportation (by train)

Date	Trans. Reg. No.	From	To	Inspector or loader	Amount
6/30/43	To				28.54
7/28/43	John L. Smith	From	To		15.75
	Ida M. Jones	From	To		
		From	To		

[(~~REDACTED~~
~~GOVERNMENT~~)]

Date	No. Miles	Rate	From	To	Inspector or loader	Amount
	@		From	To		
	@		From	To		
	@		From	To		
	@		From	To		
	@		From	To		
	@		From	To		

Salary

Date	Name of inspector or loader	Time given	Amount
6/30/43	John L. Smith	52	@ 2.75 per hour. 143.00 *
to 7/28/43	Ida M. Jones	10-1/2	@ 2.75 per hour. 28.88
7/29/43	John L. Smith	3	@ 2.75 per hour. 8.25
		@	per hour. _____
		@	per hour. _____
		@	per hour. _____

Per diem

Date	Name of inspector or loader	Number of days	Amount
6/30/43	John L. Smith	6-3/4	@ 4.50 per day. 30.38 *
7/28/43	Ida M. Jones	1	@ 4.50 per day. 4.50 *
		@	per day. _____
		@	per day. _____
		@	per day. _____

TOTAL _____

REMARKS Certificates issued to vendor, included following expenses:
For supervision of loading: Certificate (FPI63) 76543, 76544,
76555 - Total: Loading 58.75: Expenses (pro-rated) \$38.21

SPECIMEN COPY ONLY
(EXHIBIT C)

UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration

Mr. John Smith
1234 Main Street
Chicago, Illinois

Dear Mr. Smith:

Date July 1, 1943
Program No. (Insert No. if known)
Contract No. Ditto
Pur. Order No. "
Reference No. "
(Also include any identifying
number in this space, in the
event it does not apply to the
above
cap-
tions)
We have a request dated July 1, 1943 from The War Department
of Washington, D. C. to inspect 125,000 No. 3
cans of Spinach located at { plant warehouse } of the Processed
Canning Co., Chicago, Ill. offered for delivery by The Processed Canning Co.,
of of Chicago, Illinois to The War Department
Date delivery required July 10, 1943
Product to meet quality requirements of (as specified by the contracting party)
Issue certificate form (As required by contracting party)
Loading { is } to be supervised. Shipment to move under { Government } B/L No. 7
in { wooden } cases. Stenciling required on cases (As indicated by contracting party)

Inspection charges to be assessed to Contractor

using { commercial } rate and reported on Schedule of Collection

to be credited to fund 128015.1200

SPECIAL INSTRUCTIONS (Outlined in accordance with details furnished by the
contracting party).

Very truly yours,

(To be manually signed whenever possible)

John Doe

Services Rendered to Other Federal Departments

STATEMENT OF EXPENSES

Contract No. _____
Pur. Order No. _____

Telephone calls

Date	From	To	Minutes	Amount
7/1-15/43	Chicago, Ill.	Washington, D. C.	30	15.00
"	"	Chicago, Ill.	-	.50
	From	To		

Telegrams

Date	From	To	Words	Amount
7/1-15/43	Chicago, Ill.	Washington, D. C.		1.50
	From	To		
	From	To		

Miscellaneous expenses (taxis, street car fares, express on samples, etc.)

Date	Item	From	To	Amount
7/1-15	Carfare	From	To	.75
	Taxis	From	To	
		From	To	2.40

Transportation (by train)

Date	Trans. Req. No.	Inspector or loader	Amount
Furnish date, name of inspector and amount only.		to	
(Consolidate information as much as possible)		to	
		From	to

Transportation [by auto (personal Government)]	Inspector or loader	Amount	
Date	No. Miles	Rate	
Furnish date, name of insp. From and amount only.	to		
(Consolidate information as much as possible.)	to		
@ From	to		

Salary

Date	Name of inspector or loader	Time given	Amount
7/1-4	John Smith	16 @ per hour.	
7/2-9	D. W. Myer	20 @ per hour.	
7/5-15	A. M. Lang	20 @ per hour.	
Total -		56 @ 2.75 per hour.	154.-
		@ per hour.	

Per diem

Date	Name of inspector or loader	Number of days	Amount
Cover full period for each inspector, showing one entry @ only per inspector, i.e., indication of period covered, per day.			
name of inspector, and full amount of per diem to which @ inspector per day is entitled in each instance.		@ per day.	
		@ per day.	
		@ per day.	

TOTAL \$174.15

REMARKS (Any additional and pertinent information relative to inspection to be cited here - such as certificate numbers, etc.i.e. collection from vendor (Cert. No. 12345 - \$570.-) (Any necessary adjustment between accounts will be arranged for in Washington)

(To be manually signed) Inspector.
John Smith